





Montana Department of Transportation
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Construction Memorandum

To: Distribution

From:  Mark Wissinger, P.E.,
Construction Engineer 

Date: February 24, 2004

Subject: Advanced Construction Staking

This memo is to clarify the process to use to request advanced construction staking, and the criteria by which requests will be evaluated. This supercedes all prior memoranda on the subject.

Following is the procedure to be used when advanced construction staking is warranted on a project due to workload and/or project complexity.

- The District Construction Engineer is to send a request for advanced construction staking to the Construction Engineer, with a copy to the Construction Administration Services Engineer. The request may be made through a memo or an email, but must include the project information, the required manhours, and the anticipated staking start date.
- The Construction Engineer will review the request for completeness and project status. If the request is reasonable and there are no known issues with the project, the Construction Engineer will forward the request to the Preconstruction Engineer for review.
- The Preconstruction Engineer will review the request for project status and any known project delays. The results of the review will be sent to the Construction Engineer.
- The Construction Engineer will send a response to the advanced construction staking request to the District Construction Engineer, with copies to the Engineering Information Services Section and District Engineering Services Supervisor. A copy will also be sent to the FHWA Operations Engineer if the project is full federal oversight.

Some of the factors that will be considered by the Construction and Preconstruction Engineers when approving advanced construction staking requests include, but are not limited to:

- ✓ The project plans are complete and there are no anticipated changes that would affect the staking.

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- ✓ The staking will not be performed too far in advance of the letting date.
Generally, one to two months is acceptable for a medium size staking project, two to three months for a larger or more complex project.
- ✓ The stakes will endure weather, etc. until construction activities will likely begin (e.g. do not stake in the late fall for a project scheduled to be let in the spring.) It is recognized that the first, and more time consuming activity performed with the staking is the office preparation and the preparation of the grade runs and staking notes. If advanced construction staking is needed to perform this work, it should be described in the request and reflected in the manhours.
- ✓ No or minimal delays of the letting are anticipated due to right-of-way, utilities, railroad, etc.
- ✓ The project environmental document is complete.
- ✓ There are no right-of-way condemnations on the project.

All charges for construction staking made during the preliminary engineering phase of a project should be made to the appropriate survey activity number.

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copies: District Administrators
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